

INSTRUCTIONS FOR INTERCAMPUS RECHARGE FORM PROCEDURE

Intercampus Order or Charge forms should be initiated by the campus receiving the credit. This standard is followed by all campuses. The exception to the rule is transactions between a campus and Location M/UCOP. Most often, the campus must initiate the paperwork. **See below for instruction on initiating a IOC for Location M.**

- Select the appropriate campus location from the drop down menu under Section 1
- Enter information in **all** fields for both campuses
- Accounting string – other campuses have a variety of different accounting strings. Enter the information as it was given to you – don't try to make it fit the UCSC format. Enter your department's foapal – fund, organization AND account number. If the account number is unknown, enter a full description of the transaction so accounting staff will be able to make a determination of the appropriate account number.
- Enter a full detailed description of the transaction – “Project X” is not enough information
- Obtain needed signature/approval from the fund manager of the account being charged. You may use a faxed copy with approval signature which is attached to the original form or you may attach an email approval in lieu of a signature.
- Attach backup documents pertinent to the transaction.
- **Optional:** Assign a number in the IOC field in the top right corner. This field is limited to 6 characters.
- Make a copy for your files.
- E-mail all paperwork, or any questions, to accounting@ucsc.edu.

IOC's between UCSC & UCOP/LOCATION M

To initiate a recharge where Location M (UCOP) is receiving credit from UCSC, select UCSC from “Select campus/location” drop down menu in Section 1, then select “M” from the drop down menu in Section 3. Information entered in Section 1 should pertain to Location M.

Once received, a general accountant will journal the transaction and send copies to their counterpart at the other campus for their response. Generally, IOC's are processed during the same month as they are sent and usually entered on Fridays.